



December 16, 2019

Hon. Village President and Council Members
Village of Lake Orion
21 East Church Street
Livonia, Michigan 48362

RE: 2019 Annual Report of Activities by the Planning Commission and 2020 Work Plan

Honorable Members of Council,

As required per the *Michigan Planning Enabling Act, Section 125.3819 (2), Act 33 of 2008, as amended*, the Planning Commission respectfully submits a report of its 2019 activities to Village Council.

“A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”

MEETINGS

The Planning Commission met a total of twelve (12) times in 2019. The meetings are typically scheduled for the first Monday of the month, at 7:30 PM, at Village Hall; all meetings are held in compliance with the *Open Meetings Act, PA 267 of 1976, as amended*.

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| 1. Monday, January 7, 2019 - <i>cancelled</i> | 8. Monday, August 5, 2019 |
| 2. Monday, February 4, 2019 | 9. Tuesday, September 3, 2019 |
| 3. Monday, March 4, 2019 | 10. Monday, September 16, 2019 – <i>special meeting</i> |
| 4. Monday, April 1, 2019 | 11. Monday, October 7, 2019 |
| 5. Monday, May 6, 2019 | 12. Monday, November 4, 2019 |
| 6. Monday, June 3, 2019 | 13. Monday, December 2, 2019 |
| 7. Monday, July 1, 2019 | |

PLANNING COMMISSIONERS, AS OF DECEMBER 2019

1. James E. Zsenyuk, Chairperson
2. James F. Cummins, Vice-Chairperson
3. Henry Lorant, Secretary
4. Kenneth Van Portfliet, Village President and Village Council Representative
5. Raymond Hammond, Village Council Representative
6. Joseph Young, Village Manager
7. Robert Reighard
8. Edward Sabol



PLANNING COMMISSION REVIEWS

In 2019, the Commission reviewed a total of five applications, as described below, in addition to several Zoning Ordinance text amendments. Lake Orion remains a very desirable place to live, and do business in. With the recovery of the regional economy and the culture of downtown reinvestment, the likelihood of additional growth and increase of Planning Commission activity can be expected for 2020.

1. **PC-19-01: 320 Peninsular, Site Plan Review**, Approved, with conditions, for an accessory structure and boat house. – February 4, 2019
2. **PC-19-02: 195, 197, 199 S. Broadway Street, Special Land Use Review**, Recommended for approval to Village Council, for a bar establishment with outdoor dining in an existing, multi-tenant structure in the downtown district. – May 6, 2019
3. **PC-19-03: 195, 197, 199 S. Broadway Street, Site Plan Review**, Approved, with conditions, for construction of an outdoor patio and deck to an existing building for the establishment of a bar and restaurant. – May 6, 2019
4. **PC-19-04: Front Street and S. Lapeer Street, Land Division Review**, Recommended for approval, with conditions, to the Village Council, for a land division and parcel consolidation in the downtown district. – August 5, 2019
5. **PC-19-05: 120 S. Broadway, Site Plan Review**, Approved, with conditions, after several reviews for a public mural (in conjunction a Detroit Institute of Art, DIA, partnership) at 120 S. Broadway. The site plan was never finalized; applicant to return in 2020 with a new, larger plan for the proposed mural. – November 4, 2019

ZONING ORDINANCE TEXT AMENDMENTS

1. **Ordinance No. 26.97: Walls and Fences**. Recommended to the Village Council that Article 15 be amended to incorporate fence ordinance best practices, including permits required, the permitted locations for fences and a location verification process. – February 4, 2019
2. **Ordinance No. 26.98: Short-Term Rentals**. Recommended to the Village Council that Article 13 be amended to specifically address the prohibition of short-term rentals in any zoning district or residence. - September 3, 2019
3. **Ordinance No. 26.99: Entertainment Restaurants**. Recommended to the Village Council that Articles 2.02, 6.02, and 6.03 be amended to remove the definition of an “Entertainment Restaurant” and modify the definition for a “Standard Restaurant” to stipulate “excluding alcohol service”, in order to regulate all bars and restaurants with alcohol service as a special land use, regardless if they occupy a freestanding building or a multi-tenant structure. - December 2, 2019
4. **Ordinance No. 26.100: Backyard Poultry (Chickens)**. Recommended to the Village Council that Article 13 be amended to permit the keeping of chickens on parcels within the RV, Village Single Family Residential district after Village review for compliance against the new standards of 13.30. - December 2, 2019



5. **Ordinance No. 26.101: Waste Receptacles.** Recommended to the Village Council that Article 13 be amended to provide supplementary regulations for waste receptacles, including but not limited to the following: requiring pedestrian entry for shared use receptacle enclosures in the DC, Downtown Center, MU, Mixed Use, and CC, Corridor Commercial districts; the addition of enclosure design standards (materials, bollards, air ventilation pockets, screening, etc.); specification of location and placement standards; the addition of site security and enforcement standards; and a detailed review process, including DDA Director review for waste receptacles within the DDA District. - December 2, 2019

ADDITIONAL RESEARCH AND DISCUSSION

- Memorandums on land use and planning related topics, including marijuana; food trucks; and dog breeds.
- Recommendations to the Village’s Planning and Zoning website; and
- Presentations and review of the Downtown Development Authority (DDA) Development and TIF Plan, Amendment No. 4.

PLANNING AND ZONING PERMITS

In addition to Planning Commission technical assistance, McKenna, Planning Consultant for the Village, also provides in-office services. A report of permits that were reviewed administratively is presented below.

Village of Lake Orion Application / Permit Type	2018	2019
Permits (Total)	92	90
Building Permits	45	45
Fence Permits	7	9
Right-of-Way Permits	17	11
Sign Permits	15	20
Other ¹	8	5

Further, in an effort to provide transparency and inform the Village Council, Planning Commission, other Boards and Commissions, as well as Village Administration, about current planning projects, McKenna prepares a Monthly Planning Services report. These reports have evolved based on Planning Commission feedback, and have been successful in communicating the status of planning and zoning projects and permits. McKenna will continue to provide these reports as long as they are useful to the Village.

¹ The “Other” category accounts for less frequent requests, including but not limited to: Change of Use, Lot Combinations, and other such administrative compliance permits.



2020 PROPOSED WORK PLAN

The following projects are recommended for the Village to pursue in order to continue to build on the community's authentic character and promote a viable business environment and high quality of life, enjoyed by residents and visitors alike.

1. Master Plan Update.

Per the *Michigan Planning Enabling Act, PA 110 of 2006, as amended*, a community shall update their master plan every five years. The last amendment to the Village's 2002 Master Plan was in 2008.

We recommend an amendment to the existing 2002 Master Plan to create specific recommendations that would follow state-wide "Redevelopment Ready" best practices. This strategic update would focus specifically on redevelopment zones, transportation and circulation, prioritizing areas identified for Village initiated rezonings, and the Future Land Use Map.

Est. Budget - \$10,000

2. Amendments to the Zoning Map.

Begin Village initiated amendments to the Zoning Ordinance to bring parcels into compliance with the Future Land Use Map and incentivize redevelopment opportunities.

Est. Budget - \$2,000 - \$4,000

3. Text Amendments to Zoning Ordinance Provisions.

The following text amendments would better position the Village for quality development and continue to foster a unique sense of place:

a. Rental Inspection Ordinance

Recent discussions related to short-term rental properties have led to the Village taking a broader look at the issues presented by considering an ordinance which requires rental inspections for all rental properties in the Village. Such an inspection program would also help ensure safety compliance standards are in place for all rental facilities in the Village.

b. Parking and Loading Standards

The research and review of the Ordinance's current parking standards and formulas, including the distinction between downtown parking standards and non-downtown, mixed-use and commercial standards, is currently underway. Utilizing the Institute of Transportation Engineers (ITE) standards, developed by the US Department of Transportation, this amendment also includes a review and recommendation on standards for downtown residential parking, payment in-lieu for parking, bicycle parking, and shared loading zones.

c. Landscaping and Tree Removal Standards

Section 15.02 of the Zoning Ordinance details the Village's various landscaping and screening requirements. However, there are no standards or protections related to the preservation of existing vegetation and development impacts. In order to reap the many benefits that the tree canopy has on the local and regional environment, including the water quality of Lake Orion, incorporation of additional tree provisions will allow the Planning Commission to more carefully evaluate new development impacts. In addition, beautification standards for landscaping, especially as it relates to the Village's commercial areas, is an important consideration.



4. Shared Dumpster Program.

The continued development of shared dumpsters within the downtown district and along M-24 will result in great efficiencies, aesthetic improvements and may free up space in select quadrants for additional parking or placemaking.

Est. Budget - \$2,000 - \$4,000

5. Continued Review of the Village Website.

Village Administration requested McKenna complete a review of the Village's website, with regards to Planning and Zoning material, for clarity and transparency to the public. Recommendations on new materials were presented at the February 2019 Planning Commission meeting. Moving forward, and in conjunction with the Village-wide website improvements, McKenna will continue to make recommendations and look for opportunities to best provide information and customer satisfaction.

Est. Budget – n/a, McKenna will continually work on during regular office hours.

REQUEST FOR ACTION

A proactive work program can help maintain a quality community, and we look forward to working with the Village Council as it actively seeks to preserve and grow its economic base.

Based on the above priority projects, the Planning Commission requests the Village Council consider incorporating some or all of these elements into the budget for the 2020 fiscal year.

Respectfully submitted,

PLANNING COMMISSION
VILLAGE OF LAKE ORION, MICHIGAN

James E. Zsenyuk, Chairperson